



# Administrative Office of Courts NEWSLETTER



## Westlaw Tips for August 2008



### Tip # 1: Using the TOPIC field to search for criminal law cases

- 1) Select Terms and Connectors searching on a tab or database
  - Under the Fields options, choose **TOPIC - to ( )**
  - Double Click on **TOPIC - to ( )**
  - **To ( )** should now appear in the **Terms and Connectors** search box
  - Within the parenthesis type **110** -- 110 is the Digest number for criminal law. Any Digest number can be used
  - Include your search terms before **To (110)**, e.g. "bad faith" & To (110)
- 2) If working from a tab (and not a specific database), select database and click "Search Westlaw" - your result list will show you criminal law cases where "bad faith" appears.

For more information on Westlaw please contact Myra Sabel at the Law Library. 334-229-0580

### Tip # 2: Using the BUT NOT connector in conjunction with a TOPIC field search to eliminate criminal law cases from results

- Go to **Terms and Connectors** Screen
- Type your search terms followed by the **%**, which is the connector for 'but not'
- Go to the **Fields** option (third item down on your search box)
- Click on the Fields and use the pull down menu to select and highlight **TOPIC- To( )**
- This will place your field restriction into the search box
- Enter your 110 within the parenthesis—110 is the Digest number for criminal law cases
- E.g.. "bad faith" % to (110)
- The result list will show you the cases with "bad faith" but that are not criminal law cases

### Tip # 3: Printing, emailing, and viewing statutes without the annotations

- When viewing a status, select **"Tools"** in the lower right hand corner of the screen
- Click on **"Limit by Fields"**, and click **"Go"**
- Put a check-mark in the box in front of **"Text"**, and click **"OK"**
- You will now have a non-annotated version of the statute
- To return to the original, annotated version of the statute, Click on **"Tools"**
- Select **"Cancel Fields Limit"** and click **"Go"**

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## REMINDER!

Email is one of the most reliable means of communication. Thus, AOC relies heavily on this method of communication to relay information to all court personnel.

Often communication efforts are hindered by undeliverable emails to an ever growing list of email recipients who are not able to receive critical notices due to the **"mailbox is full"** error.

AOC would like to ask for your cooperation in reminding your co-workers to clean out their Outlook mailbox. Here are several ways to ensure that the mailbox does not exceed the allotted space allowed by the email server:

- Set up a .pst or archive folder
- Set Outlook to auto empty the Deleted Items folder upon exit (See **Technology Tip** on page 4)
- Clean out Inbox, Sent Items, and Deleted Items each week

For assistance with these steps, please contact the PC HelpDesk at 1-866-954-9411 Option 1, then Option 1 or 2 or [pchelp@alacourt.gov](mailto:pchelp@alacourt.gov).



## E-Account Website

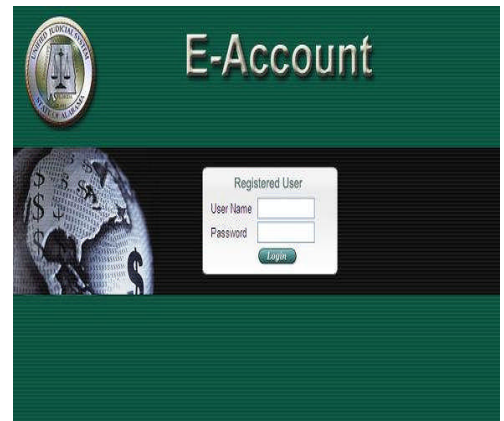
The Administrative Office of Courts would like to feature our E-Account website. This website is a resource for users of the State Judicial Information System (SJIS). This resource gives access to bookkeeping and accounting procedures, trouble shooting information, audit-related issues, statutory support documentation and a listing of frequently asked questions about the SJIS bookkeeping/accounting systems.

We hope this website will provide SJIS users with training tools for SJIS accounting and bookkeeping as well as a means of trouble shooting problems within the system.

To begin using the E-Account website, please click on any of the folders on the left side of the page.

Just added to E-Account: Under the **PowerPoint Presentations** folder **SJIS Finance 101 Civil and Criminal** that was recently presented at the Court Specialist Regional Training Seminars and the Clerk's Conferences.

This website is a work in progress as we continue to add relevant content and refine existing material. Please check back often for updates to this website. Should you have questions about this site, please use the **Feedback** folder from the folder list on the left.



Login Screen at the E-Account website.

<http://eaccount.alacourt.gov/ADLogin.aspx>

Members of the Alabama Judicial System can login by entering the username and password that they use to access their AlaCourt.gov email account.

## HR Desktop Password Changes

Effective Monday, August 11, 2008, the **HR Desktop** (leave system) will require you to use your firstname.lastname for the username and your Windows password (new 12 character password) to log in.

If you encounter any problems with the password change, please contact the **PC Help Desk** at [PCHelp@alacourt.gov](mailto:PCHelp@alacourt.gov) or 1-866-954-9411 option 1, and then option 1 or 2.



## Equipment Survey!

The Technology Commission recently requested that an Equipment Survey be completed by all Clerk's and Judge's Offices. The response and cooperation was overwhelming.

We would like to issue a very big **"Thank You"** to all for a job well done. We appreciate your quick response to the survey. This information is critical for proper evaluation of your equipment needs by the Technology Commission and AOC.



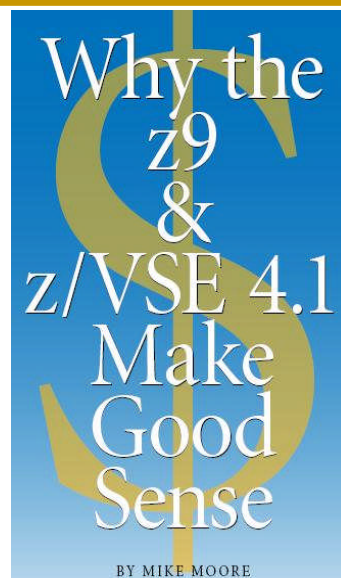
## AOC Judicial Data Center IT Manager gets published!

We are excited to announce that one of our own, **Mike Moore** was recently published in a leading magazine, *Z/Journal*, for CIOs and IT Managers using IBM Mainframe Systems and S/390 systems. We would like to congratulate Mike for his outstanding accomplishment.

His article, "Why the z9 & z/VSE 4.1 Make Good \$ense" was published in the June/July 2008 edition of the *Z/Journal* ([www.zjournal.com](http://www.zjournal.com)). Please click here to access Mike's article:

<http://www.zjournal.com/pdfIssue/pdfArticle/moore.zJ.JUNE-JULY08.pdf>

Mike Moore has 36 years of data processing experience and has spent the last 27 years with the Court System of the State of Alabama maintaining the Statewide Judicial Information System mainframe.



Mike Moore, IT Manager for the Judicial Data Center was recently published in leading magazine, *Z/Journal*.

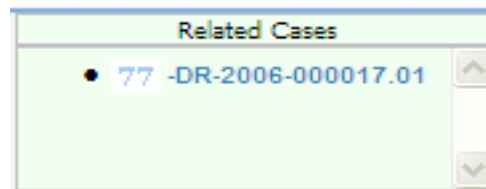
## New AlaCourt Enhancement - View Images of Related Cases

A recent **AlaCourt** enhancement is getting rave reviews from Judges. AlaCourt recently added an improvement to the related cases functionality which grants the ability to view case information on related cases without having to leave the current case. Due to this latest enhancement, all documents of related cases can be viewed under the **Images** tab in AlaCourt.

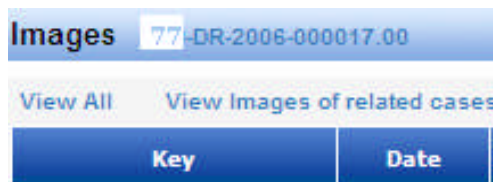
The **View All** feature pulls all images into one .pdf file to be printed or viewed. The new **View Images of related cases** link displays images of related cases without the user having to browse to those cases. Our hope is that this feature will save considerable time during case lookup.

Thank you, **Judge Bert Rice** of Escambia County for your excellent suggestion!

**alacourt.com**<sup>TM</sup>  
The Alabama Trial Court System at your desk



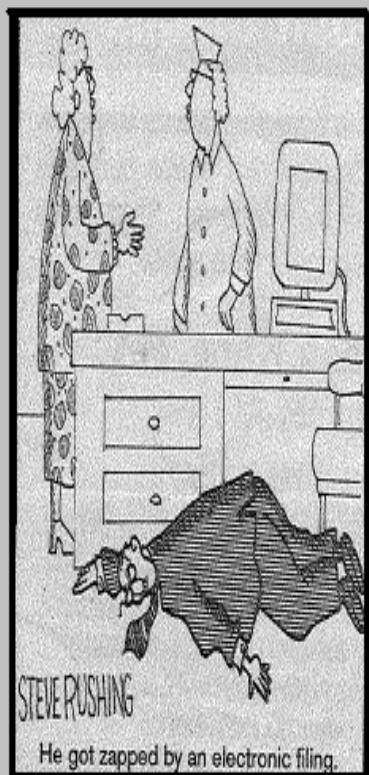
All **Related Cases** are shown in the upper right hand corner of the case. Click the case number to pull up that case.



**View Images of related cases** is a new and enhanced feature of **AlaCourt**.



## JUST FOR FUN!



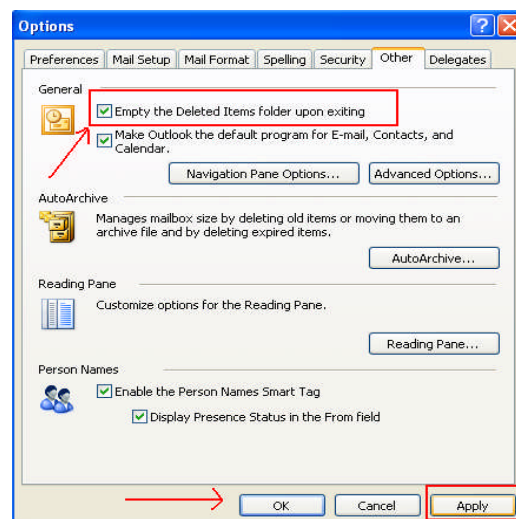
## Technology Tip!

### SET OUTLOOK TO AUTO EMPTY 'DELETED ITEMS' FOLDER UPON EXIT...

Microsoft Outlook has a feature that allows the user to empty their Deleted Items folder upon exit. Items that are deleted from other folders in Outlook are placed in the Deleted Items folder and must be deleted from this folder to actually be deleted. To avoid having to physically go into this folder to delete items users may select to set a preference to have Outlook empty this folder each time Outlook closes.

#### To turn on this feature:

- Click on **Tools** from the menu bar in Outlook.
- Click on **Options**.
- Select the **Other** tab then check the box beside "Empty the Deleted Items folder upon exiting".
- Click on **Apply** and **OK** at the bottom of this **Options** box. Click **OK** to close the **Tools** box.



Contact **IT Support** at 1-866-954-9411 Option 1, then Option 5 or email: [ApplicationSupport@alacourt.gov](mailto:ApplicationSupport@alacourt.gov)



**Need Assistance with your PC?**  
**PC, Scanner, or Printer - Equipment Requests**  
 Hardware & Software - Installation, Setup and Repair  
 eForms Support and eMail Support - Account Resets

Contact **PCHelpDesk** at 1-866-954-9411 Option 1, then Option 1 or 2 or email: [PCHelp@alacourt.gov](mailto:PCHelp@alacourt.gov)

Contact **SJIS HelpDesk** at 1-866-954-9411 Option 1, then Option 3 or 4 or email: [SJISHelpDesk@alacourt.gov](mailto:SJISHelpDesk@alacourt.gov)



### State Judicial Information Systems (SJIS)

For Assistance with all SJIS related issues such as: all Entry, Printing, Data Transfer, Employee Access, and Output issues...